

PUBLIC WORKS BUILDING COMMITTEE

Regular Meeting

May 12, 2015 – 5:30 PM

Town Hall Conference Room

Meeting Minutes

Attendees: Jim Halene, Brandon Handfield, James Powers, Michael Thompson, Linda Desmarais, John Powell

Guests: Mark Zessin, Kevin Grindle of Anchor Engineering Services

- 1.0 Call to Order.
 - a. Meeting called to order by Linda Desmarais at 5:30 PM
- 2.0 Public Comments
 - a. None
- 3.0 Approval of Meeting Minutes of April 14, 2015.
 - a. Motion to accept minutes as published made by Jim seconded by Brandon; All voted to accept. Motion passed
- 4.0 Approval of Expenses.
 - a. No expenses at this time
- 5.0 Discuss and act upon any unfinished business
 - a. Mark and Kevin thanked committee for awarding bid to Anchor Engineering
 - b. Informal discussion between committee members and Anchor representatives, Mark and Kevin had meet with Brandon prior to meeting and compiled initial needs analysis for Department of Works and obtained topographic maps of possible sites.
 - c. Discussed development of survey to be developed by Anchor for next meeting
 - i. Discussion of who to include in survey distribution
 - ii. Discussed projected and past growth of town and Public Works Department
 - iii. Discussion of possible new/additional responsibilities that could be placed onto Public Works Department with potential Town growth.
 - iv. Discussed possibility of relocation of some current users on sites if those sites become favored sites
 - v. Anchor to develop initial questionnaire by May 27, 2015 and email to Brandon for distribution and review by members. Survey to be reviewed during June 2015 meeting
 - d. Anchor to work on gathering of additional information and data on sites including soil testing projected for week after Memorial Day
- 6.0 Discuss and act upon any new business.
 - a. No new business
- 7.0 Adjourn
 - a. Motion to adjourn made by John, seconded by Brandon all voted in favor, motion passed, meeting adjourned at 6:45 PM.

Respectfully submitted,

Linda Desmarais, Committee Secretary